

## MINUTES – DIRECTOR’S MEETING 11<sup>th</sup> December 2017

### 1. **Attendance:**

Present: Murdo MacKay (Chairman), Neil Campbell (Secretary), Dougie Ferguson, Chris Loye, Rhoda MacDonald, Roddy Macdonald, George MacLeod, Carole Melville (Observer), Anna Helfrich (Commercial Manager), Linda Armstrong (Land & Finance Manager), Lisa MacDonald (Development Officer) and Deborah Coghill (Administrator).

Murdo welcomed **Carole** to her first Directors’ Meeting as an observer.

### 2. **Apologies:** Neil MacDonald, Norman Iain MacKay and Finlay MacLennan

### 3. **Declaration of Interest:** There were No Declarations of Interest

### 4. **Approval of Minutes**

Approval of the Minutes of the Meeting of **14<sup>th</sup> November** 2017 was **proposed** by Murdo MacKay, **seconded** by Dougie Ferguson and **agreed** by all present.

### 5. **Matters Arising:**

There were no Matters Arising from the Minute.

### 6. **Action Points**

***Bike Shelter:*** Anna will ask to extend the deadline from end of February. Need to decide where it is going before hardstanding goes in. Need a level access. Need to get space back in Tank Room so that Drying Facilities can be provided.

***Exhaustive List of Snagging:*** The Snagging List is ready and a walk round needs to be arranged for January.

***Cigarette Bollards:*** Have arrived and need to be fixed when the paving slabs are done.

### 7. **Updates**

#### ***Financial***

The Monthly Report for November was presented (see Appendix 1) and duly noted.

As per last month’s Directors Meeting, a breakdown of grant funding and WHT funding was provided. **Total WHT Funds - £78 896.52**. The very high electricity costs are hopefully due to the fault in the heating/turbine. If so, then perhaps a claim can be made. The building is not zoned and therefore the whole building is being heated when only one part of it is being used. The system fluctuates and if this issue is not addressed along with the “snagging” issues, then an independent person needs to review it.

### ***Land and Finance Manager***

The Report was duly noted (see Appendix 2).

- ***Pontoon*** : The new Insurance quote is too expensive so the Directors agreed **not** to re-insure the Pontoon. Borve Estate don't use it very much but they will need to be paid back their rent (£3K) as the pontoon has only been there for 4 years and they paid rent of £5k for 10 years. One option discussed was to remove damaged pods and just make a smaller pontoon. This would still need public liability insurance. It was agreed to delay making any firm decision until Richard MacLennan is at the meeting.
- ***Insurance***: At present there is no insurance cover for staff or Directors who go out to the Renewables. This Policy needs to be changed. GPS device or HillSat for anyone going up to mast or equivalent. Suggested that David Wake could perhaps do the meter reading and act as the First Responder for any alarms (£25 per hour). The meeting **agreed** to proceed with this, and Neil was delegated to speak to Roddy MacLennan. Insurance would still require to be sort in case anyone **did** have to go up to one of the turbines or hydro.
- ***Absent Tenants***: One of the tenants from the HHP houses has moved away without paying their outstanding energy invoices to the Trust (amounting to approximately £300). Anderson MacArthur were appointed to find the tenants but so far have been unsuccessful. It was decided not to pursue this or take the former tenants to Court because of the cost implications. All future tenants however, will be required to set up a Direct Debit.
- *This item has been removed for confidentiality reasons*
- ***Plots***: Two applications for plots have been received, although the applicants in each case are older than is considered desirable by the specified criteria. Both cases were to be considered by the Housing Sub-Committee.

### ***Commercial Manager's Report***

The Report was duly noted (see Appendix 3).

- ***Cigarette Bollards***: currently in the Communications Cupboard and ready to be installed
- ***Flatbed Trolley***: After discussion it was decided to leave this issue for now.
  
- ***Major Snagging***: Septic Tank – Ventilation

Cattle Grid  
Heat recovery/metering  
Other minor items

*This item has been removed for confidentiality reasons*

- **Anna** will arrange a time in the New Year to have a walk round the building to show staff and Directors how things work.

### ***Development Officer's Report***

The Report was duly noted (see Appendix 4).

- **LEADER Funding for Renewables and Older People:** Application on hold for the moment.
- **Working Group** for Emergency Plan will need to be set up.

### ***Marketing Co-ordinator***

- **Heritage Conference 17<sup>th</sup> – 19<sup>th</sup> January 2018:** The Heritage Conference is in Uist and the Directors agreed that as there were no cost implications it would be acceptable for Mark to attend.
- **Friends of West Harris:** Mark wondered whether ring-fencing an item that money from Friends would be used for e.g. a bench, might attract more participants. Discussion of this was postponed to future meeting.
- **Leaflet:** A draft needs to be ready for January so that it can be approved and then printed in time for the start of the Season.
- **Signage:** The Sign at the cattle grid is due to be adjusted on 12<sup>th</sup> December and will be paid for with the Gaelic Funding that was received.

### **8. AOCB**

#### ***HHP***

HHP are looking to buy two plots with a shared equity for four houses. This will require to get the surveyor to give a valuation on the portion of ground between the plots and No 3 Pairc Niseaboist as well. The Trust could also provide land, and then HHP would make it flat and suitable for a sort of "kick around" place for children.

#### ***Changing Places***

Murdo had been approached by *Changing Places* about installing facilities in Talla na Mara for people with extreme care needs. *Changing Places* want to know if the Trust was interested. At present the building would **not** be suitable for this purpose, but if 100% funding was available then the Trust could look at extending the Centre or installing facilities down at Seilebost School. There was guarded

interest for the scheme in principle, but they would need to look at capital and ongoing grants.

At this point **Lisa** left the meeting and was thanked for her work on behalf of the Trust and wished well in her new job.

#### ***WIDT***

They are looking for a Director from Harris. It was agreed to speak to Neil MacDonald to see if he would be interested

#### ***HIE Consultant***

The Consultant's Report was expected by the end of the week. A Directors' meeting will be arranged specifically to discuss the Findings. Neil had a brief conversation with Linda and Deborah today (11<sup>th</sup>) re what is going to happen in January.

#### ***Brainstorming***

The directors agreed that during the winter months the meetings would begin at 6.30pm.

Murdo then thanked **Anna** for all her hard work over her time at the Trust and wished her all the best for the future.

9. **Date of Next Meeting:** Tuesday 16<sup>th</sup> January 2018 at 6.30pm in *Talla na Mara*.

The Meeting concluded at 8.00pm

### **Proposed Dates for 2018**

Feb 20th, Mar 20th, Apr 17th, May 22nd, Jun 19th, Aug 21st, Sept 18th, Oct ?, Nov 20th, Dec 18th.